

PERSONNEL BOARD OF MONTEREY PARK AGENDA

REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754

Wednesday
March 14, 2018
7:00 PM

MISSION STATEMENT

**The mission of the City of Monterey Park is to provide excellent services
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

Yoko Igawa, Liane Kwan, Pauline Lemire, Greg Verbeck

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS - None.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (2) Approve minutes from the December 13, 2017 meeting; and
- (3) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

5-A. Update the Plan Checker Class Specification

It is recommended that the Personnel Board:

- (1) Approve the recommended request to update the Plan Checker class specification; and
- (2) Take such additional, related, action that may be desirable.

5-B. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

- (1) Review the Vacancy and Recruitment Report; and
- (2) Take such additional, related, action that may be desirable.

5-C. 2017 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2017 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: March 14, 2018

AGENDA ITEM NO: 2-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Personnel Board Minutes

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the regular meeting of December 13, 2017; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:

A handwritten signature in blue ink, which appears to be "TC" followed by "for Tom Cody", is written over a horizontal line.

Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. December 13, 2017 Regular Meeting Minutes

ATTACHMENT 1

December 13, 2017 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
DECEMBER 13, 2017**

The Personnel Board of the City of Monterey Park held a Regular Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, December 13, 2017 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:01 p.m.

FLAG SALUTE:

Board member Pauline Lemire led the flag salute.

ROLL CALL:

Director of Human Resources & Risk Management Tom Cody called the roll:

Board Members Present: Yoko Igawa, Liane Kwan, Pauline Lemire, Greg Verbeck

Board Members Absent: None

ALSO PRESENT: Parks Superintendent Chris Reyes

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the November 8, 2017 minutes. The minutes have been approved as presented.

Motion: Board Member Pauline Lemire moved to approve the November 8, 2017 minutes and Board Member Liane Kwan seconded, motion carried by the following vote:

Ayes:	Board Members:	Kwan, Lemire, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	Igawa

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. UPDATE THE PARK MAINTENANCE CREW LEADER CLASS SPECIFICATION

Discussion: The Public Works Parks Superintendent has reviewed the class specification of the Park Maintenance Crew Leader position, and has set forth proposed changes to update the position to include the most current industry standards. It is recommended that the Park Maintenance Crew Leader class specification be updated.

Action Taken: The Personnel Board approved the recommended changes to the Park Maintenance Crew Leader class specification.

Motion: Board Member Yoko Igawa moved to update the recommended changes to the Park Maintenance Crew Leader class specification and Board Member Pauline Lemire seconded, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

6. **PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

Director Tom Cody discussed possible new Personnel Board members.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:24 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: March 14, 2018

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Update the Plan Checker Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to update the Plan Checker class specification;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Building Official for the City of Monterey Park has reviewed the class specifications of the Plan Checker position and found that the class specifications required changes. A survey of several nearby jurisdictions for the Plan Checker position finds that the current specifications were outdated and were not in line with industry standards.

It is recommended that the Plan Checker class specification be updated.

BACKGROUND:

The Plan Checker position is currently occupied by an employee who has been the City's Plan Checker for 28 years and anticipates on retiring in the near future. Upon review of the class specification, it was noted that the class specification has not been looked at or revised in the last 20 years.

The Essential Duties and Responsibilities section for the Plan Checker class specification has been changed to include updates in technology and enhanced responsibilities for efficiency and project collaboration; and the Qualifications section has been amended to provide for better customer service and to include state mandates for certification, AB 717, for plan checker hired after 1996. This will bring more qualified and desirable candidates that will meet the highly technical demand of this position when the department decides to open the Plan Checker position.

Respectfully submitted by:

 for Tom Cody

Tom Cody
Director of Human Resources and
Risk Management

ATTACHMENTS:

1. Plan Checker Class Specification

ATTACHMENT 1
Plan Checker Class Specification

PLAN CHECKER

CLASS SUMMARY

Under direction, reviews and approves construction documents to verify compliance with requirements of applicable codes and regulations governing housing, structure and building construction, rehabilitation, alteration and use and occupancy enforced by the Building and Safety Division; may performs permit issuance and related duties as required.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Perform skilled engineering work related to checking plans for residential and multi-unit dwellings, commercial and industrial buildings to ensure compliance with the structural and non-structural requirements of the California Building Standards Code;
- Reviews plans, calculations, specifications, ~~and~~ test reports and supporting documents for residential, commercial, industrial, public or and other buildings major developments for compliance with The Building Standards Codes and ordinances ~~the building, electrical, mechanical and plumbing codes, energy conservation standards and other regulations;~~
- Provides assistance to building inspectors to maintain consistent application of code provisions and advises on work assignments and challenges;
- Updates and maintains technical manuals and publications;
- Updates plan check status using a computer;
- Provides technical information to the public on code and design requirements and on difficult or unusual code requirements for major structures; ~~code information to architects, engineers, developers and the general public;~~
- Answers inquiries from the public relating to the regulations for building and housing construction, remodels and repair, including structural, non-structural, plumbing, mechanical, electrical and other code related questions;
- ~~Monitors and coordinates plan review services activities from permit application to permit issuance;~~
- Provides technical public counter support, receives permit applications and issues permits ~~assistance at the counter;~~

- Explains disapprovals or modification recommendations to applications for permits;
- Confers with architects, engineers, contractors, owners and the general public on proposed projects to resolve problems;
- Makes field investigations or inspections of structural problems covering failures, instabilities and other unsafe conditions along with the proper installation of unusual designs, material or equipments as needed and prepare reports and make recommendations on solutions;
- Assists the Building Official in staff training and other tasks assigned;
- May be asked to act as the Building Official in his/her absence.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to the Building Official. No supervision is exercised.

QUALIFICATIONS

Knowledge of:

- The effective use of the California Building Standards Code.
- Pertinent federal, state and local laws, codes, regulations and ordinances enforceable by the jurisdiction including the adopted model codes.
- Application of principles of structural design, engineering mathematics and procedures and techniques of plan review.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Research methods and sources of information related to building code enforcement.

~~Building design and engineering principles.~~

~~Construction methods and technology.~~

~~Plan review principles.~~

~~Building codes, including requirements for electrical, mechanical, plumbing, energy conservation — and facility accessibility, etc.~~

Ability to:

- Read and interpret blueprints and specifications.
- Advise the public regarding codes, laws and ordinance requirements.
- Communicate effectively both orally and in writing.

QUALIFICATIONS (CONT.)

- Establish and maintain effective working relationships with others.
- Coordinate with other departments and agencies regarding permit applications.

Education and Experience:

- A college degree in Civil Engineering, Architecture, Construction, or a closely related field.
- At least three years of professional work experience in building or structural design, construction, plan check, inspection or research in building technology.

License and Certification:

- A valid California Class C Driver's License.
- Current California License as a Professional Engineer, Civil or Structural.
- Certification as a Plan Examiner by the International Code Council or the ability to obtain within 12 months Conference of Building Officials (ICBO), or ——— equivalent certification recognized by the State of California.

~~Registered with the State of California as an architect, civil engineer or structural engineer.~~

ANTICIPATED APPROVAL BY PERSONNEL BOARD: MARCH 14, 2018

VACANCY AND RECRUITMENT REPORT

AGENDA ITEM NO: 5-B

Date of Report: March 9, 2018

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POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
City Clerk							
Community & Economic Development							
Assistant Planner Resignation (1)	Open	2/8/18	3/1/18 or the first 25 qualified	TBD	N/A	TBD	Screening applications.
Building Inspector Retirement (1)	Open	12/28/17	2/6/18	N/A	N/A	3/7/18	Pending Cert List.
Economic Development Project Manager - Budgeted (1)	Open	7/27/17	9/29/17	N/A	N/A	2/6/18	Hired Thomas Welch.
Human Resources							
Library							
Librarian (Part-Time) Resignation (1)	Open	11/27/17	12/12/17 or first 40 qualified	N/A	N/A	TBD	On hold.
Library Clerk (Part-Time) Budgeted (1)	Open	11/30/17	12/15/17 or first 40 qualified	N/A	N/A	TBD	Pending interview date.
Literacy Program Administrator Terminated (1)	Open	4/25/17	6/15/17	N/A	N/A	7/19/17	Failed recruitment. Pending new recruitment in 2018.
Management Services							
Financial Services Manager Promoted (1)	Open	9/18/17	10/12/17 or first 25 qualified	N/A	N/A	1/29/18	Hired Harry Wong.
Senior Account Clerk Budgeted (1)	Open	11/27/17	12/15/17 or first 25 qualified	2/22/18	N/A	3/15/18	Invited 7 applicants to the Oral Board Interviews.
Public Works							
Consumer Services Representative Promoted (1)	Open	10/06/17	10/24/17	N/A	N/A	12/18/17	Promoted Frankie Dominguez.
Director of Public Works Promoted (1)	Open	9/8/17	10/13/17	N/A	N/A	11/29/17	Hired Mark McAvoy.
Equipment Mechanic Promoted (1)	Open	2/8/18	3/5/18	TBD	TBD	TBD	Screening applications.
Maintenance Worker (Part-Time) Resignation (1)	Open	11/27/17	12/12/17 or first 100 apps	N/A	N/A	3/20/18	Invited 24 applicants to the Oral Board Interviews.
Park Maintenance Crew Leader Promoted (1)	Open	12/28/17	1/19/18 or first 25 qualified	TBD	TBD	TBD	Pending Assessment Center Dates.
Public Works Inspector Retired (1)	Open	10/23/17	11/13/17 or first 25 qualified	N/A	N/A	3/13/18	Invited 11 applicants to the Oral Board Interviews.
Senior Maintenance Worker Promoted (2)	Open	11/27/17	12/14/17 or first 25 qualified	N/A	TBD	TBD	Pending Assessment Center Dates.
Water Utility Manager Resignation (1)	Reopen	10/06/17 11/21/17	10/30/17 or first 25 qualified 12/18/17 or first 25 qualified	N/A	N/A	3/15/18	Invited 8 applicants to the Oral Board Interviews.

Date of Report: March 9, 2018

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Recreation & Community Services							
Child Care Teacher (Part-Time) Resignation (1)	Open	2/8/18	Open until filled	N/A	N/A	TBD	Open 02/08/18. Open Until Filled.
Dial-A-Ride Driver Budgeted (1)	Open	2/8/18	3/1/18 or first 25 qualified	N/A	N/A	TBD	Pending interview date.
Director of Recreation & Community Services – Retired (1)	Open	9/14/17	10/20/17	N/A	N/A	12/7/17	Hired Inez Alvarez.
Recreation Leader (Part-Time) Budgeted (2)	Open	11/27/17	12/8/17	N/A	N/A	12/16/17	Hired 10 new Recreation Leaders.
Police Department							
Community Service Officer – Parking Enforcement (Part-Time) Resignation (1)	Open	4/3/17 2/8/18	4/20/17 or first 25 qualified 3/1/18 or first 25 qualified	N/A	N/A	10/23/17 TBD	None selected. Screening applications.
Evidence Officer (Part-Time) Promoted (1)	Open	1/2/18	Open until filled	N/A	N/A	2/27/18	Sent cert list to the department 2/28/18.
Management Analyst Resignation (1)	Open	10/06/17	10/27/17 or first 25 qualified	TBD	N/A	TBD	Sent cert list to the department 2/27/18.
Police Clerk Resignation (1) Promoted (1)	Open	7/7/17 2/8/18	7/21/17 or first 50 qualified 2/23/18 or the first 50 qualified	TBD TBD	N/A	08/30/17 TBD	None selected. Screening applications.
Police Clerk (Part-Time) Resignation (1)	Open	4/25/17	5/16/17 or first 50 apps	N/A	N/A	TBD	Sent cert list to the department 2/27/18.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	11/4/17 TBD	12/9/17 TBD	12/12/17 TBD	Sent cert list to the department 12/20/17. Invited 93 applicants to the Mandatory orientation.
Police Officer Recruit Continuous	Open DTF	10/21/15	Continuous	11/4/17 TBD	12/9/17 TBD	12/12/17 TBD	Sent cert list to the department 12/20/17. Invited 11 applicants to the Mandatory orientation.
Fire Department							
Principal Management Analyst Retired (1)	Open	10/06/17	10/25/17 or first 50 qualified	TBD	N/A	TBD	Hired Bonnie To.

* Tentative Date
DTF = Difficult-to-Fill designation

2017 PERSONNEL BOARD ATTENDANCE

		JAN	FEB	MAR	MAR - S	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Igawa	Yoko	NM	P	P	P	P	P	P	P	P	P	NM	A	P
Kwan	Liane	NM	P	P	P	P	P	P	P	P	P	NM	P	P
Lemire	Pauline	NM	P	P	P	P	P	P	P	P	P	NM	P	P
Robles	Frank	NM	P	P	A	P	P	P	A	P	P	-	-	-
Verbeck	Greg	NM	P	P	P	P	P	P	P	P	P	NM	P	P

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy